



CHANGE NOTICE FOR MANUAL

DATE: January 11, 2017
MANUAL: WORK FIRST MANUAL
CHANGE NO.: WF_CN01-2017
TO: County Directors of Social Services
EFFECTIVE: February 1, 2017

I. BACKGROUND

The purpose of this Change Notice is to provide clarification and update to the policies contained in Work First Manual Section 111, Citizenship/Immigrant Requirement. Throughout the manual section, program language and references are updated to incorporate current NC FAST terminology and to remove references to and instructions for former legacy systems. Subsections within the manual section were reordered and include grammatical changes to facilitate reader ease. Figure 111-1, Acceptable Forms of Documentation of Citizenship and Identity for U.S. Citizens, is incorporated in the body of the manual section. In addition, there is clarification regarding the use of matricula consular or other similar documents for the verification of identity.

II. SPECIFIC CHANGES

A. Section II, United States Citizenship and Identity Requirements

Removal of duplicate policy guidance. Children born in U.S. hospitals to non-citizen mothers are by definition U.S. citizenship. Verification and documentary evidence are defined in Manual Section III.

B. Section III, Methods of Verification for U.S. Citizenship and Identity

1. The 90 day Reasonable Opportunity period no longer applies to the Work First program due to the de-link from Medicaid.
2. The demographic information and contact methods are updated for obtaining birth records for Puerto Rico born citizens.

C. Section IV, Criteria for Documents Provided to Verify Citizenship and Identity

1. Figure 111-1, Acceptable Forms of Documentation of Citizenship and Identity for U.S. Citizens is incorporated into the text of the manual section.

2. North Carolina Law §15A-306, does not allow for the matricula consular or other similar documents issued by a consulate or embassy of another country to serve as an acceptable document for use in determining a person's identity.

D. Section V, Qualified Immigrant Status

Additional Special Immigrant Visa classifications are listed in the chart.

E. Section VII, The Five-Year Exclusion for Receipt of Work First Cash Assistance

Qualified Immigrant pregnant women and children under age 19 lawfully residing in the U.S are removed from the list of immigration classifications not subject to the five year exclusion period.

F. Section IX, Insufficient USCIS Documentation of Immigrant Status

1. An individual with insufficient USCIS documentation must sign a DSS-6969, Consent for Release of Information, when requesting the case owner to contact USCIS on the individual's behalf.
2. Failure to provide proof of income or statement of reserve for a non-qualified immigrant family member will result in denial/termination of the cash assistance case.
3. Individuals without proof of their declared immigrant status must be given the toll free telephone number for USCIS.

H. Section X, Special Provision for Soviet Jewish Refugees

1. The DSS-6969, Consent for Release of Information, must be signed by the family before sharing case information.
2. There is a revision to the address for submitting the refund receipt and reimbursement.

I. Section XI, Special Provisions for Victims of Severe Trafficking

There is a revision to the telephone number for the North Carolina Refugee office.

J. Section XII, Requirements for Reporting Illegal Presence in the United States

There is a revision to the mailing address for sending reports of illegal presence.

III. IMPLEMENTATION INSTRUCTIONS

This policy is effective February 1, 2017. Apply this policy to applications, reviews and changes in situation initiated on or after February 1, 2017.

This revision to Work First Manual Section 111 incorporates the policy guidance issued in prior DSS Administrative Letters. The following DSS Administrative Letters are now obsolete.

1. DSS Administrative Letter FSCWS 08-06

2. DSS Administrative Letter FSCWS 03-07
3. DSS Administrative Letter FSCWS 11-07
4. DSS Administrative Letter FSCWS 05-08
5. DSS Administrative Letter EFS (Work First) 6-2009
6. DSS Administrative Letter EFS (Work First) 11-2009
7. DSS Administrative Letter EFS (Work First) 4-2011

Please email any questions regarding this policy to DHHS Operational Support Team (OST) at ost.policy.questions@dhhs.nc.gov

Sincerely,



David Locklear, Chief
Economic and Family Services Section

DL/sdm

Attachment (1)

[WF 111_01-2017](#)